

## Dual Employment Procedures for Agencies under the Beacon HR/Payroll System

### Overtime –

- (1) When overtime occurs as a result of additional work, it shall be paid.  
Compensatory time cannot be given.
- (2) Employees are changed to positive time when performing Dual Employment.
- (3) Overtime shall be paid by the agency where the overtime occurs based on the standards expressed in the Dual Employment Agreement signed by the employee and both agencies.
- (4) It is the responsibility of the receiving agency to work with the parent agency to determine if overtime occurs, and to arrive at the appropriate overtime rate according to FLSA. Premium rate calculated using sum of hourly rates including all non-discretionary payments (i.e. Shift premium, weekend premium) divided by standard hours in the pay period is the “premium rate”.

For example: Bi-Weekly Employee

First Week – First 30 hours @ \$20, then Dual Employment 20 hours @ \$6.50, plus 10% shift premium on \$6.50 (65 cents). Second Week – 40 hours @ \$20.

Parent Agency Employee	70 hrs @ \$20.00 =	\$1400.00
Borrowing Agency EE	10 hrs @ \$ 6.50 =	\$ 65.00
	20 hrs @ \$ .65 =	\$ 13.00 Shift Premium
Totals	80 hrs	\$1478.00
\$1478.00 divide by 80 hrs = \$18.48		
18.48 X 10 = \$184.80 Premium Rate		
9.24 X 10 = \$ 92.40 ½ time Premium Rate		
\$277.20 OT Pay		

**Payment to the Parent Agency** – If both agencies are under the Beacon HR/Payroll System, it will no longer be necessary to send a check to the Parent agency. The Beacon system will charge the payment to the appropriate salary account as shown on the approved Dual Employment Form.

**Agreement of Both Agencies** – Both Agencies shall agree that comp time earned prior to the Dual Employment Agreement and leave can be taken in either Agency, not just the Agency where earned.

**Workers' Compensation** – When an employee who holds two separate jobs is injured in one of them, the employee's Workers' Compensation entitlements are based only upon the average weekly wages earned in the employment producing the injury. (GS 97-2.) Over 40 hours paid - weighted average.

**Average weekly wage will be manually calculated and provided to the Workers' Compensation specialist.**

**Permanent full-time or permanent part-time employee working temporary in another agency:**

A typical dual employment situation involves a permanent full-time or part-time employee in one agency doing temporary work for another agency. The pay is typically a flat amount either paid in a lump sum or paid monthly over the course of employment. The pay may also be at an hourly rate. Benefits are covered by the full-time 30 hr position or more.

**Permanent Part-time employee working permanent part-time in another agency but the total of two part-time jobs adds up to less than 30 hours per week.**

Handle as regular dual employment. The benefits involved are leave, NC Flex, 457 Savings Plan. If the employee works as much as 20 hours per week in one agency, the employee is entitled to leave benefits in that agency. The leave accrual and usage will have to be based on the standards expressed in the Dual Employment Agreement signed by the employee and both Agencies.

**Permanent Part-time employee working permanent part-time in another agency that adds up to 30 hours or more (not to exceed 40) per week:**

This type of arrangement is different from other dual employment. The same approval is required; however, this can only be approved if the parent agency is willing to pay their share of benefits that would result. Employee would be eligible for full benefits. Both agencies must be willing to pay their pro rata share of retirement, health insurance, etc. If this arrangement cannot be worked out, then the additional employment must be as a temporary appointment.

Parent Agency owns the one leave record. Borrowing Agency sends paper timesheet to Parent Agency. If Parent Agency is in BEACON time sheet is forwarded to BEST Shared Services for entry.